

# Training for District Interpreters

February 9-13, 2015

## Training Syllabus



William Penn Mott Jr. Training Center



**M e m o r a n d u m**

**Date:** December 16, 2014

**To:** Supervisor

**From:** Theresa Bober, Department Training Officer  
Training Section  
California State Parks

**Subject:** Employee Attendance at Formal Training  
Training for District Interpreters Group 10

An employee from your office will soon be attending the formal training program described in the attached. Please ensure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace.
3. Support the employee's use of the training at the work place.

Three Months Following Training

1. Supervisor evaluates the effectiveness of the training on the employee's job performance and meets with employee to discuss the evaluation.

Thank you for your assistance in seeing that the full benefit of training is realized.

Attachment  
cc: Participant

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***Mission Statement  
Training Section***

***The mission of the Training Section is to improve organizational and individual performance and productivity through consulting, collaboration, training, and development.***

## TRAINING SECTION STAFF

Theresa Bober ..... Department Training Officer  
Ann D. Slaughter ..... Office Manager  
Connie Breakfield ..... Field Training Program Manager  
Jack Futoran ..... EMS Program Manager  
Sara M. Skinner ..... Training Specialist  
Dave Galanti ..... Training Specialist  
Karyn Lombard ..... Training Specialist  
Matt Cardinet ..... Cadet Training Officer  
Travis Gee ..... Cadet Training Officer  
Pamela Yaeger ..... Assistant Program Coordinator  
Edith Alhambra ..... Assistant Program Coordinator  
Lisa Anthony ..... Assistant Program Coordinator

## THE MISSION

*of the California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.*



## FORMAL TRAINING GUIDELINES

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Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources.

3. TRAVEL: Arrange your travel to and from the training site through your District or Office. (No reimbursement for travel expense – including per diem costs – will be approved for travel not specifically authorized in advance by the District Superintendent). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.
4. HOUSING: Housing will be assigned to you on a shared-room basis and will be available from 3:00 p.m. on the date of arrival to 10:00 a.m. on the date of departure. The Department provides your room and board expenses at the Marconi Conference Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in the Marconi Conference Center Administration Building.

**Note: You may be assigned a room at a motel while attending training. If so you may be asked to present a valid credit or debit card while checking in to your room. Many motels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Be prepared to handle this appropriately.**

5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist assigned to the course requesting to remove the participant. If you do not need lodging you must cancel your reservation for lodging, you must contact the Mott Training Center or Training Specialist assigned to the course at least 2 weeks prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than two weeks' notice.

**The Mott Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.**

6. MEALS: Meals will be provided from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:00 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the Marconi Conference Center no later than one week before your scheduled arrival.
7. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, not including optional items, will be worn daily by all uniformed employees during formal training sessions **unless**

**otherwise specified in the Program Attendance Checklist.** Non-uniformed employees shall wear apparel normally worn on the job. Appropriate attire includes apparel suitable for professional office dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

8. **REGISTRATION:** When you arrive at the Marconi Conference Center, go directly to the front desk at the Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
9. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
10. **TRAINING SECTION STAFF:** Sara M. Skinner is your Training Specialist and has been assigned the responsibility for your training group. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Section Staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section Staff will do all within their power to make your training experience pleasant and meaningful.
11. **TRAINING MATERIALS:** May be made available to you at both your unit and the Mott Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
12. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Officer may modify this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
13. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Limit those calls to your breaks.

14. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (415) 663-9020.
15. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.

◆ **Marconi Conference Center**  
 ◆ **PLANNING INFORMATION**

*To make your visit as comfortable and satisfying as possible, please take a few moments to read the following.*

◆ **CHECK-IN/CHECK-OUT**

Please check in at the Front Desk. Follow the signs for Check-in.

Check-in: 3 p.m. to 11 p.m.  
 Check-out: 7 a.m. to 10 a.m.  
 (Bring your key)

Late check-out (after 10 a.m.) will incur an additional day's charge.

◆ **DINING**

Meals are served in Redwood Dining Hall.

Breakfast buffet: 7 a.m. to 9 a.m.  
 Lunch buffet: 11:30 a.m. to 1:30 p.m.  
 Full service dinner: 6 p.m. to 8 p.m.

◆ **LODGING**

You may wish to bring: shampoo, flashlight, comfortable shoes for hilly trails. Please note cooking and other appliances, candles and incense are not allowed, and food should not be kept in your room as it attracts insects.

◆ **PARKING**

Please park in designated parking spaces only and observe the law regarding spaces for the handicapped. Campers, recreational vehicles and motor homes are not permitted.

◆ **DRIVING**

Please drive slowly and carefully, yielding to pedestrians, bicyclists and animals. The speed limit is 15 mph, and all signs and barriers must be observed.

◆ **GAS STATIONS**

The closest gas station is located in Point Reyes Station, 15 minutes to the south.

◆ **TELEPHONES**

Your guestroom has a private telephone number which you can give callers after you check in, as well as a port for your modem. All outbound telephone and modem calls require a toll-free 800 number. Bring your calling card for phone calls; check with your ISP for 800-number access. Most cellular phones DO NOT work at Marconi Conference Center.

◆ **MESSAGES, FAXES, MAIL**

If your callers would like to leave a message, give them this number:

**Front Desk Telephone: (415) 663-9020**

You may also want to give them your lodging building, room number and name of conference, to expedite receiving emergency messages.

We post messages for guests on the message board. We'll also post a notice if you receive mail or a package. *Emergency messages will be delivered.*

If you wish to receive a fax, use this number:

**Front Desk Fax: (415) 663-1731**

We will post a notice on the message board when your fax arrives and collect the service charge when you pick it up.

If you wish to receive mail, use this address:

(your name), (conference name)  
 c/o Marconi Conference Center  
 P.O. Box 789, 18500 State Route 1  
 Marshall, CA 94940

We will post a notice on the message board and hold your mail at the Front Desk.

no charge. Our commissary sells snacks, cold drinks, personal hygiene items, flashlights/batteries, writing supplies, stamps. We have a selection of Marconi souvenirs such as shirts, hats, mugs and other items that make wonderful remembrances of your stay with us. Our Front Desk staff can also help you with local information.

◆ **BUSINESS CENTER**

The Business Center is located in the Pelican Building lounge and is open 7 am to 11 pm. For your convenience, we are pleased to provide **free of charge**, the following services:

- ◆ Internet / E-mail
- ◆ Computer with MS Office
- ◆ LaserJet Printer
- ◆ Photocopier

◆ **WALKING & EXPLORING**

Marconi Conference Center is a unit of the California State Park system and all natural elements such as branches, pine cones, mushrooms and flowers are protected by state law and may not be removed. Camping and campfires are not permitted. We suggest walking on designated footpaths to avoid poison oak. The pine needles can be slippery—please use caution. We recommend flashlights at night.

◆ **SMOKING**

State law prohibits smoking in or within 50 feet of Marconi Conference Center buildings. Ashtrays are located at entrances, on decks and on patios. Smoke only in paved areas and please use extreme caution when smoking on the property.

◆ **PETS**

With the exception of guide dogs for the handicapped, *pets are not permitted* in Marconi

Conference Center buildings and cannot remain on the property overnight. Dogs must be on a leash at all times.

◆ **ENJOY!**

We hope that between highly productive meetings you'll have some time to appreciate the rich human and natural history that surrounds us here. Please let us know if there is anything we can do to enhance your stay.



*Marconi Conference Center's guestrooms overlook Tomales Bay*

◆ **EMERGENCIES**

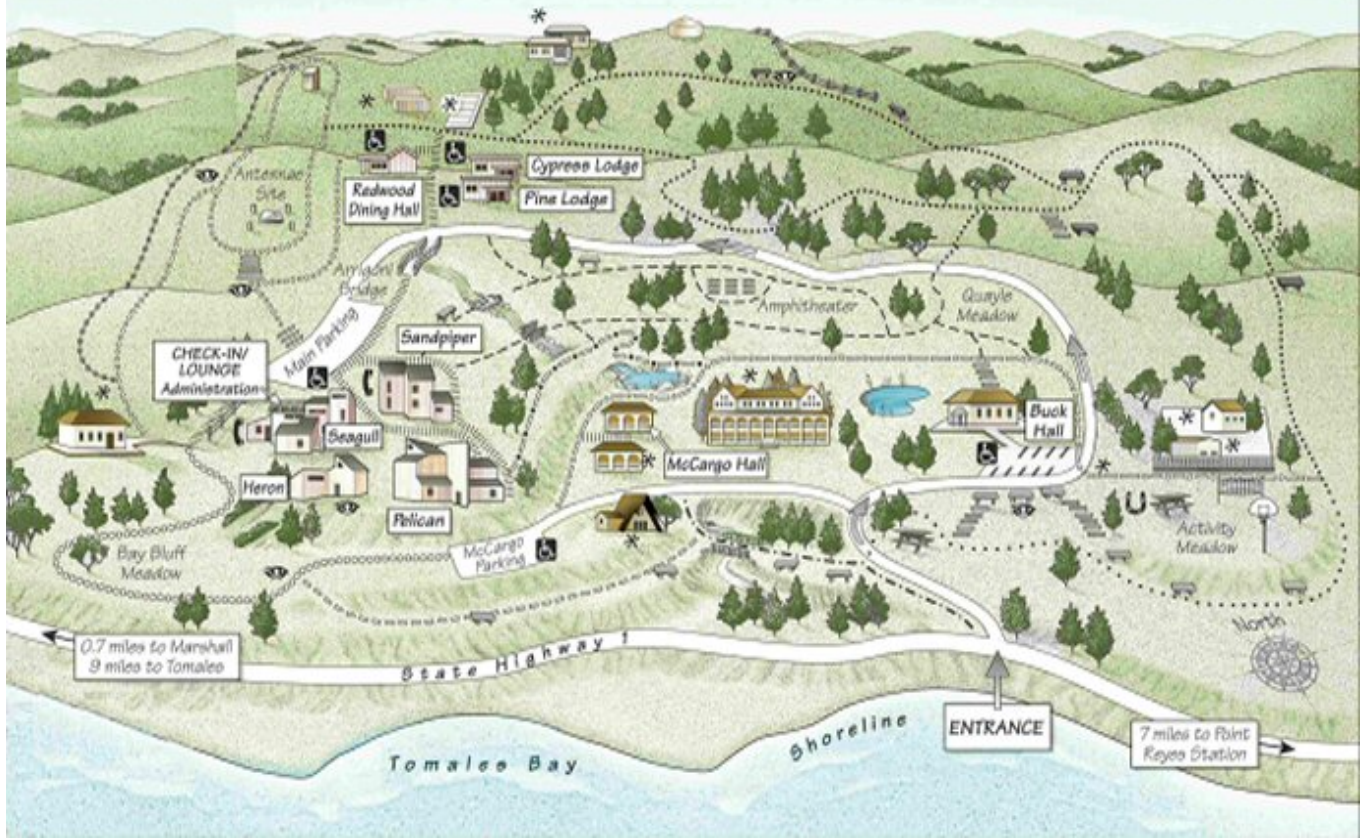
Between 11 p.m. and 7 a.m., the recorded message on (415) 663-9020 tells callers how to contact a guest or Marconi staff member in an emergency.

◆ **GUEST SERVICES**

In the front desk area we have games, reading material and a VCR with a selection of movie videos; volleyball, badminton and horseshoe equipment; ice, irons and ironing boards, all at



# Marconi Conference Center



◆ **Marconi Conference Center**  
 ◆ **GETTING TO MARCONI**  
 ◆ **(415) 663-9020**



◆ **FROM SANTA ROSA**

Highway 101 South to Petaluma. Exit at East Washington Street. Turn right (west) on Washington Street, continue about 1.5 miles. Washington Street becomes Bodega Avenue. Continue on Bodega Avenue for about 7 miles. At Coast Guard sign, turn left (west) on Petaluma/Tomales Road. Continue on Petaluma/Tomales Road for about 7 miles to Highway 1 (Shoreline Highway). Turn left (south) on Highway 1, continue about 7-1/2 miles through Marshall until you see Marconi on the left.

◆ **FROM SACRAMENTO**

Take Interstate 80 West. Just before Vallejo, take Highway 37 west toward San Rafael. Continue west on Highway 37 over Highway 101 (stay to the right). Take South Novato Boulevard exit. Continue north on Novato Boulevard for about 8-1/2 miles through Novato. When Novato Boulevard ends turn right, continue about 1000 feet. Turn left (west) on Hicks Valley Road (sign indicates "To Marshall"). Continue on Hicks Valley/Wilson Hill Road about 2-1/2 miles until it ends. Turn left (south/west) on Marshall Petaluma Road. Continue for about 11 miles until it ends at Highway 1 (Shoreline Highway). Turn left on Highway 1 and continue about 1 mile to Marconi on the left.

◆ **FROM OAKLAND/EAST BAY:**

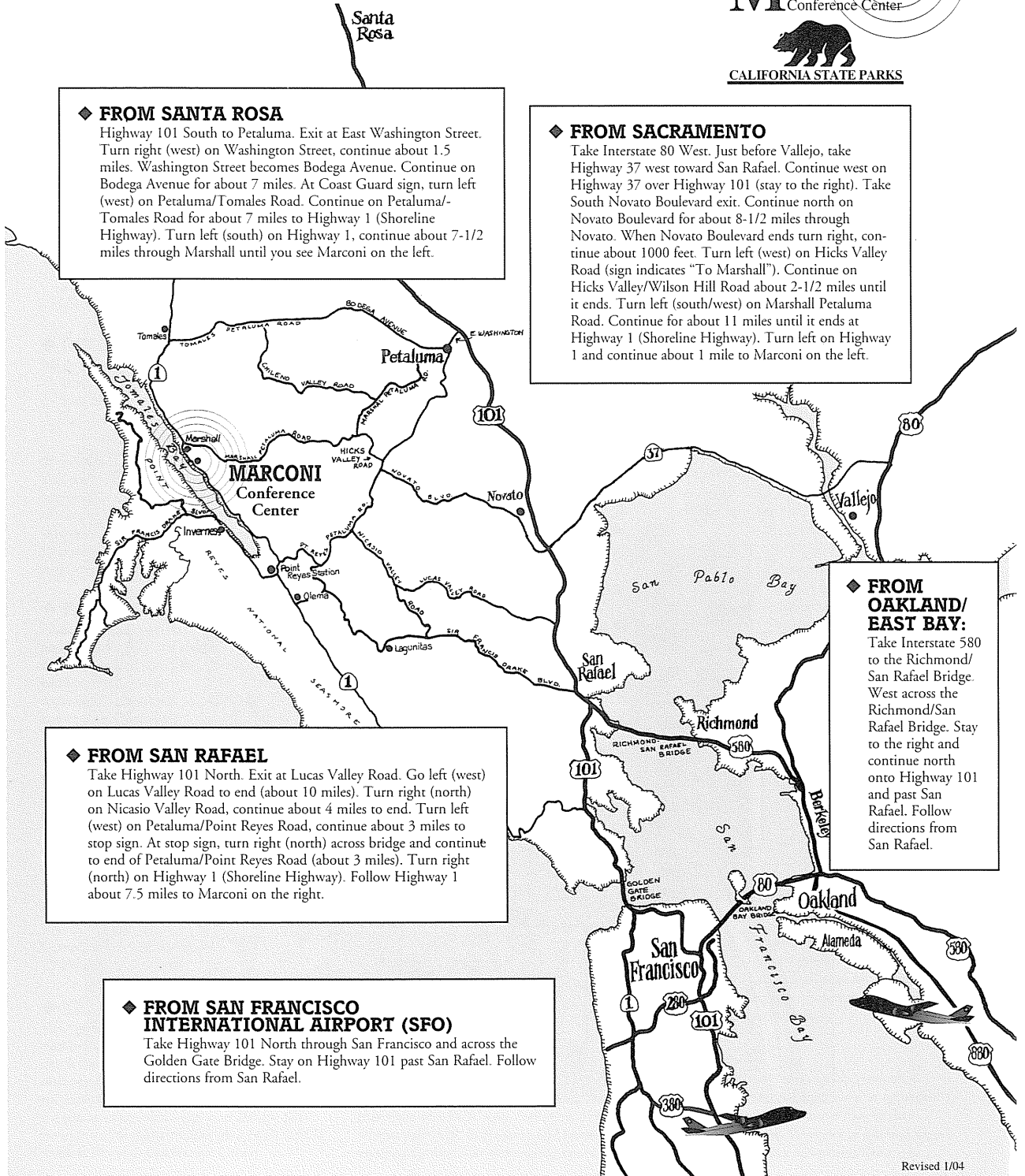
Take Interstate 580 to the Richmond/San Rafael Bridge. West across the Richmond/San Rafael Bridge. Stay to the right and continue north onto Highway 101 and past San Rafael. Follow directions from San Rafael.

◆ **FROM SAN RAFAEL**

Take Highway 101 North. Exit at Lucas Valley Road. Go left (west) on Lucas Valley Road to end (about 10 miles). Turn right (north) on Nicasio Valley Road, continue about 4 miles to end. Turn left (west) on Petaluma/Point Reyes Road, continue about 3 miles to stop sign. At stop sign, turn right (north) across bridge and continue to end of Petaluma/Point Reyes Road (about 3 miles). Turn right (north) on Highway 1 (Shoreline Highway). Follow Highway 1 about 7.5 miles to Marconi on the right.

◆ **FROM SAN FRANCISCO INTERNATIONAL AIRPORT (SFO)**

Take Highway 101 North through San Francisco and across the Golden Gate Bridge. Stay on Highway 101 past San Rafael. Follow directions from San Rafael.



Revised 1/04

## PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the Marconi Conference Center State Historic Park, the following list is provided:

- \_\_\_\_\_ 1. Read and understand the Training for District Interpreters program syllabus prior to your arrival.
- \_\_\_\_\_ 2. Notify Sara M. Skinner **as soon as possible** if you are bringing a state vehicle that can accommodate more than 4 people (including yourself) and how many it can accommodate.
- \_\_\_\_\_ 3. Complete the following pre-training assignments:
  - We have set aside time throughout the week for each person in the class to make a **4-minute presentation**. Nancy Mendez will be coordinating this using Pechakucha. <http://www.pechakucha.org> Bring no more than 10 PowerPoint slides as well as handouts, samples of your work, or other media to share. This is your time to bring up an issue you are struggling with, to highlight a project you are proud of, or to share a resource.
  - Alcatraz field trip: We will be carpooling and meeting as a group. There is no food service on the island; we will be taking box lunches with us. Bring appropriate clothing (and be prepared for cold, windy, wet, or even sunny weather). <http://www.nps.gov/alca/index.htm>
  - Complete the brief survey regarding Strategic Planning for Interpretation by **Friday, January 30, 2015**. <https://www.surveymonkey.com/s/MDR73D2>
  - Complete the lodging and roommate request survey at <https://www.surveymonkey.com/s/CJL7JNQ> by **Thursday, January 1, 2015**.
- \_\_\_\_\_ 4. Arrange your travel through your Unit/Office.
- \_\_\_\_\_ 5. Uniforms are not required for this program as noted in the Formal Training Guidelines, Number 7, Clothing, on page 2 of this syllabus.
- \_\_\_\_\_ 6. Bring a reusable coffee cup, refillable water bottle, alarm clock, pens, and pencils.

If you have any questions or need assistance, contact Training Specialist Sara M. Skinner at (831) 649-2961 or [Sara.Skinner@parks.ca.gov](mailto:Sara.Skinner@parks.ca.gov).

## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Section in providing a return on the investment the Department has on training.

**TRAINING FOR DISTRICT INTERPRETERS GROUP 10**  
**February 9-13, 2015**

**Sunday**

**February 8**

1500	REGISTRATION: <i>Check-in at the Marconi Conference Center Administration Building for Sunday arrivals</i>	All
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**Monday**

**February 9**

1300-1315	Introduction to Marconi Conference Center	Skinner
1315-1350	Welcome / Introductions / Overview of Agenda	Cahill, B.
1350-1400	<i>Break</i>	
1400-1450	Updates From the Interpretive Performance Improvement Team (IPIT)	IPIT Members
1450-1500	<i>Break</i>	
1500-1550	Using Technology to Connect with Nature	Ford
1550-1600	<i>Break</i>	
1600-1700	Group Presentations: Sharing of Projects, Issues, Resources	Mendez/Class
1700	REGISTRATION: <i>Check-in at the Marconi Conference Center Administration Building for Monday arrivals</i>	All

**Tuesday**

**February 10**

0800-0850	Common Core State Standards—New Training Tool	Holm
0850-0900	<i>Break</i>	
0900-0930	Common Core (Continued)	Holm
0930-0950	Interpreting Sensitive Resources to Alleviate Impacts by Service Animals	Yturralde
0950-1000	<i>Break</i>	
1000-1050	GIS, GPS, and More and What it Means to Interpreters	Veisze
1050-1100	<i>Break</i>	
1100-1200	Update on California's Plan for Next Generation Science Standards (CA NGSS) and Revisions of Frameworks on Science Framework and the History / Social Science	Gordon
1200-1300	Lunch	
1300-1350	Fee-Based School and Interpretive Programs, Policy and Philosophy; New Department Notice, How Fees Will Be Processed	Schimandle/Cahill, B. Manges/Burgess/Ketterer

**TRAINING FOR DISTRICT INTERPRETERS GROUP 10**  
**February 9-13, 2015**

**Tuesday**

**February 10**

1350-1400	<i>Break</i>	
1400-1450	Fee-Based Programs (Continued)	Shimandle/Cahill, B. Manges/Burgess/Ketterer
1450-1500	<i>Break</i>	
1500-1550	Risk Management and Volunteer Programs	Clark/Tucker/Awais
1550-1600	<i>Break</i>	
1600-1630	PORTS Showcase	Krey/Holm/Stolfi
1630-1700	Translations of Interpretive Materials	Yturralde

**Wednesday**

**February 11**

0800-0850	Group Presentations: Sharing of Projects, Issues, Resources	Mendez/Class
0850-0900	<i>Break</i>	
0900-1700	Field Trip to Alcatraz Island	All

**Thursday**

**February 12**

0800-0850	Group Presentations: Sharing of Projects, Issues, Resources	Mendez/Class
0850-0900	<i>Break</i>	
0900-0950	Marine Protected Areas (MPA)	Robbins/Allison
0950-1000	<i>Break</i>	
1000-1030	Interpretation of MPAs	Krey/Schimandle
1030-1050	Virtual Reality as an Interpretive Tool	Lindemann/Selverston
1050-1100	<i>Break</i>	
1100-1200	Virtual Reality (Continued)	Lindemann/Selverston
1200-1300	Lunch	
1300-1350	Visitor Studies	Mendez/Beery/Meluch

**TRAINING FOR DISTRICT INTERPRETERS GROUP 10**  
**February 9-13, 2015**

**Thursday**

**February 12**

1350-1550	Visitor Studies (Continued)	Mendez/Berry/Meluch
1550-1600	<i>Break</i>	
1600-1700	Group Presentations: Sharing of Projects, Issues, Resources	Mendez/Class

**Friday**

**February 13**

0800-0850	California Naturalists	Merenlender
0850-0900	<i>Break</i>	
0900-0925	Aiming For Excellence II	Schimandle
0925-0950	Summer Learning Program	Cahill, J.
0950-1000	<i>Break</i>	
1000-1050	Conversation with the Director and Park Operations Acquisition and Development Deputy Director	Mangat/Amann
1050-1100	<i>Break</i>	
1100-1145	Director and Deputy (Continued)	Mangat/Amann
1145-1200	Discussion / Evaluations	Cahill, B./Skinner
1200	Adjourn / Lunch (Optional)	All

**TRAINING FOR DISTRICT INTERPRETERS**

**HOURS**

**PROGRAM OUTLINE**

**INTRODUCTION AND CLOSING .....1**  
Welcome  
Closing

**INTERPRETIVE REPORTS AND TRAINING .....15**  
Updates from the Interpretive Performance Improvement Team (IPIT)  
Common Core State Standards—New Training Tool  
Interpreting Sensitive Resources to Alleviate Impacts by Service Animals  
Update on California’s Plan for NGSS  
Fee-Based School and Interpretive Programs  
Risk Management and Volunteer Programs  
Translations of Interpretive Materials  
Marine Protected Areas (MPA)  
Interpretation of MPA  
Visitor Studies  
Aiming for Excellence II  
Summer Learning Program  
Conversation with the Director and Park Operations / Acquisition and  
Development Deputy Director

**COLLABORATIONS AND DEMONSTRATIONS .....9**  
Using Technology to Connect with Nature  
Group Presentations: Sharing of Projects, Issues, Resources  
GIS, GPS, and More and What it Means to Interpreters  
PORTS Showcase  
Virtual Reality as an Interpretive Tool  
California Naturalists

**FIELD TRAINING EXCURSIONS .....7**  
Alcatraz Tour and Discussion

**TOTAL HOURS.....32**



## **TRAINING FOR DISTRICT INTERPRETERS**

**PURPOSE:** The overall purpose of this course is to introduce current District Interpretive Coordinators and other key interpretive staff to interpretive reports, trends, manuals, training, collaboration, and demonstrations relevant to the fields of Natural and Cultural Interpretation in California State Parks. The course meets the initial requirements of DOM 0901.7 District Interpretive Coordinator, and will provide materials to the DIC's to take back to their districts and train staff providing interpretive services.

**OBJECTIVES:** By the end of this training session, attendees will

1. Identify the value of the Interpretive Performance Improvement Team. Describe training policies and resources within the Department. Brainstorm and give feedback to the Interpretive Performance Improvement Team on opportunities for improvement based on situations in their specific districts.
2. Recognize the importance of interpretation planning and evaluation; and discuss the use of the Interpretation Planning Workbook and Aiming for Excellence II.
3. Describe the California Naturalists Program and the potential for use in your park(s).
4. Meet the Director and the Deputy Director of Park Operations and engage in conversations about the direction of the Department.
5. Describe education program including Common Core Science Standards, Summer Learning Program, and Next Generation Science Standards.
6. Engage in discussions regarding the PORTS program, Marine Protected Areas, and visitor studies.
7. Identify how to interpret sensitive resources to alleviate impacts by service animals.
8. Describe fee based school and interpretive programs and risk management in volunteer programming.
9. Demonstrate how GIS and GPS relate to interpretation, using technology to connect with nature, and how to use virtual reality as a tool.
10. Participate in a tour of Alcatraz Island and describe their tour process and visitation.
11. Share projects, issues, and resources with fellow training participants and engage in discussion to assist with solutions.